

CLASSIFY AS APPROPRIATE

## RECOMMENDATION FOR EXCEPTIONAL PERFORMANCE AWARD

Review HR 20-38, "Suggestion, Invention, and Exceptional Performance awards," and the guidance for preparation attached to this form.

EMPLOYEE NUMBER	NAME OF PERSON RECOMMENDED (last, first, middle initial)		SOCIAL SECURITY NUMBER
STAT			
POSITION TITLE & OCC. SERIES	GRADE	CAREER SERVICE	DIRECTORATE/OFFICE/DIVISION
Terminology Coordinator 0132.62	GS-13	RF	FBIS/Production Group/JPRS
TYPE OF PAYMENT			INCLUSIVE DATES FOR WHICH RECOMMENDED
<input checked="" type="checkbox"/> LUMP SUM: \$ 1,500			1 December 1987 - 1 December 1988
<input type="checkbox"/> PERMANENT SALARY INCREASE: FROM \$ TO \$			
SUPPORTING NARRATIVE FOR RECOMMENDED AWARD			
STAT This award is recommended for [ ] for her outstanding accomplishment in the terminology and transliteration projects she has managed during the past year. [ ] initiative in and commitment to those activities resulted in an invaluable contribution to FBIS, the CIA, and the U.S. Government at large in the areas of terminology and transliteration coordination, and production and dissemination of terminology reference aids and materials.			
STAT Among [ ]'s many accomplishments, the most notable is production of NO UNCERTAIN TERMS (NUTS), which has become a 'best seller' among both Agency and non-Agency analysts, translators, and others working with foreign languages. In addition to the copies of NUTS sent to some 700 JPRS translators to provide guidance in their work for us, over 800 copies are sent to a growing number of subscribers in innumerable Government offices inside and outside of the Intelligence Community, including the Department of Defense, State Department, Canadian and British governments. NUTS has drawn critical acclaim from all quarters, and has been labeled by the editor of the American Translators Association newsletter -- a staff linguist at NIH -- the best such publication produced anywhere. The universal opinion about NUTS is that it fills a critical need among translators throughout the Government for a forum in which foreign language terminology problems can be addressed and resolved.			
STAT Two other significant terminology projects which [ ] has successfully managed are the Soviet Military Terminology Project (SMITE) and the Lexicon of U.S.-Soviet Military Technical Terminology. As a result of [ ]'s efforts, SMITE is available both in on-line form, accessible on a Headquarters Building mainframe computer and on floppy disk, as well as in hard copy publication. An extremely important subset of SMITE is the glossary of INF treaty terms, which [ ] STAT recognized the need for and which is in great demand throughout the Government. The glossaries fulfill a need among JPRS translators, as well as among analysts and others throughout the Government.			
STAT Another major undertaking in which [ ] became involved and for which she STAT deserves great credit is the CETA (Chinese-English Dictionary) project, an important effort which [ ] helped keep alive and for which she became COTR last year. STAT			
[X] ADDITIONAL SHEET(S) ATTACHED			
APPROVAL AND CONCURRENCE			
TITLE AND SIGNATURE OF RECOMMENDING OFFICIAL		DATE	
[ ]		14 Dec 1988 STAT	
APPROVAL/CONCURRENCE OF OPERATING OFFICER		DATE	
R. W. Manners Director, FBIS		20 DEC 1988 STAT	
APPROVAL OF DEPUTY DIRECTOR OR EXECUTIVE DIRECTOR (if required)		DATE	
R. E. Hineman Deputy Director, S&T			

FORM 7-88 3960 OBSOLETE PREVIOUS EDITIONS

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RECOMMENDATION FOR EXCEPTIONAL PERFORMANCE AWARD



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SUPPORTING DOCUMENTATION FOR RECOMMENDED AWARD (continued)

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To keep the CETA project from folding due to lack of funds, [redacted] solicited STAT funding from several Government agencies and, together with the FBIS contracting officer, drafted a statement of work and oversaw the contract, successfully leading to a printing of a Chinese-English Military Dictionary at the end of July.

[redacted] role as FBIS transliteration coordinator has assumed new STAT importance in view of the fact that FBIS has been designated as the Agency element responsible for transliteration matters. She currently is chairing FBIS working groups seeking to produce uniform and standardized transliteration systems for Arabic, Korean, Greek and Hebrew. She is coordinating input from FBIS field bureaus, Production Group linguists and others to come to a consensus on a single appropriate and mutually acceptable transliteration system for each of those languages. The resulting transliteration systems will be published in a revised Transliteration Handbook for use by the entire Agency. Considering the extent of her involvement with the working groups, it is all the more remarkable that STAT [redacted] also finds time to successfully deal with the day-to-day terminology questions from Headquarters elements and field bureaus.

All of these achievements, reflecting [redacted] unflagging motivation, STAT drive, professionalism, expertise, enthusiasm and her unstinting commitment to the pursuit of excellence in her work, warrant nomination for this cash award for exceptional performance.